

# RESUME



## **SAIKAT MAITY**

C/O-Vivekananda Maity  
VILL- Khandokhola  
P.O-Raghunathbari  
DIST-Purba Medinipur  
PIN-721634

**E-mail: saikat.cal10@gmail.com**

**Phone: 091-9647133658**

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Reffered by:-Options & Ideas.

### **Objective:**

To become a successful professional in the field of Accounting and to work in an innovative and competitive world.

### **Education:**

- **WBBSE** passed in First Division from Raghunathbari R.T High School in June,2001(62.5%)
- **WBCHSE** passed in First division from Raghunathbari R.T High School in July,2003(60.5%)
- **B.COM(H)** from Vidyasagar University passed in Second Class from Panskura Banamali College in July,2006(53.13%)

### **FINANCIAL SYSTEM KNOWS:**

TALLY ERP 9  
ERP Analyst  
SQL SERVER

### **MS OFFICE KNOWS:**

MS WORD  
MS EXCEL

## **ACCOUNTING SYSTEM KNOWS:**

Single handedly prepare GST Return, Tds Return, Tds Certificate Generation, Gst Annual Return, E-invoicing, Professional Tax Return and all works related to accounts. Knowledge in P.F & E.S.I. All tax Payment made ththrough e-payment system. Finalisation of accounts. Creditors payment through online.Communication with Client for all billing related quires. Salary calculation and payment to staff.

## **EXPERIENCE:**

Worked as a Account Assistant at **Capital group**. 6,chowringhee lane kolkata-16; Ph No.-2286-1694 From 10.03.2010 to 31.07.2017.

Worked as a Account Executive at **Sristi Graphics** 3/2,matheswartala road, kolkata-46; From 01.08.2017 to till now.

**Salary at present:Rs.16,695/-Per Month in A/c.**

**Salary expected :Negotiable**

### Personal Profile:

Name:	Saikat Maity
Date of Birth:	25-05-1985.
Father's name:	Vivekananda Maity
Sex:	Male
Marital Status:	Married
Languages Known:	English, Hindi, Bengali
Nationality:	Indian
Permanent Address:-	VILL- Khandokhola P.O-Raghunathbari DIST-Purba Medinipur PIN-721634

### **Declaration:**

I consider myself familiar with Accounting Aspects. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:08/09/2023**

**Place:kolkata**

*Saikat Maity*

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